

## Important CPE reminders from the Tennessee Board of Accountancy

Beginning with the 2019 renewal period for licenses expiring December 31, 2019, active CPAs will be required to upload a summary of their CPE credits with their license renewal. This listing of CPE courses completed for your reporting period must include the sponsor's name, date(s) of training, title of program, CPE subject code and CPE credit awarded.

Renewing CPAs may use the Board's [fillable reporting form](#) or attach a list of their choosing (accepted formats include txt, gif, jpeg, jpg, png, doc, docx, rtf and pdf). CPAs using [NASBA's CPE Audit Service](#) to track and store CPE records may generate a CPE summary from that site to attach to the license renewal. Please note that your use of NASBA's CPE Audit Service does not exempt you from your obligation to submit a list of CPE to the Board for review.

The optional CPE Audit Service is available for your use to track and store all your CPE records in one location, review your ongoing compliance with the CPE requirements of the Board as you complete CPE, and submit CPE records and documentation in response to an audit by the Board. If you have not yet registered your account, you will soon receive an email containing your individual registration code. If you are renewing in 2020, you may wish to begin using the CPE audit service now.

### **Important:**

Renewals are available beginning November 2, 2019. You are eligible to renew your license only if you have completed the CPE requirements and provided the listing of credits. If you have not completed your CPE requirements by December 31, you must earn penalty hours for any benchmark you have failed to meet, and submit your renewal application when you have achieved CPE compliance. Please note that the Board allows a 30-day grace period for renewing before any monetary penalties are assessed. A full listing of CPE requirements and penalties is available to you on the [Board's website](#).

For questions or assistance, please contact the Board at [accountancy.board@tn.gov](mailto:accountancy.board@tn.gov) or 615-741-2550